



NIEVE MARI A. BAGGAAN

GENERAL VIRTUAL ASSISTANT

ABOUT ME:

I am a dedicated and detail-oriented Virtual Assistant with a passion for helping businesses streamline their operations and achieve their goals. With a strong background in administrative support, time management, and excellent communication skills, I am committed to delivering top-notch virtual assistance services.

Experience

2022- 2023
DEALER MEDIA
VIRTUAL ASSISTANT/ LIST BUILDER/DATA-ENTRY

I am a proficient Virtual Assistant with a specialization in list building and data entry, offering a comprehensive skill set developed through extensive experience in assisting clients in the car dealership industry. My meticulous attention to detail, organizational prowess, and commitment to delivering high-quality results make me a reliable asset in managing administrative tasks and data-related projects.

2021-2022
VOGOUTTER
VIRTUAL ASSISTANT/ SOCIAL MEDIA MANAGER

I am an accomplished Virtual Assistant and Social Media Manager with a proven track record of enhancing online presence and optimizing operational efficiency for clients and organizations across diverse industries. My multifaceted skill set combines administrative proficiency with a strategic approach to social media management, ensuring comprehensive support in both domains. As a Virtual Assistant and Social Media Manager, I am committed to leveraging my expertise to drive results and enhance the online presence of clients and organizations.

2018 - 2021
C3-EVERISE
CUSTOMER SERVICE REPRESENTATIVE

As a Customer Service Representative (CSR), I have successfully delivered exceptional customer experiences through effective communication, problem-solving, and a customer-centric approach. With a strong background in providing top-notch support and resolving inquiries promptly, I have consistently exceeded customer expectations. As a dedicated Customer Service Representative, my goal is to continue delivering exceptional service and contributing to the success of the organization by ensuring customer satisfaction and loyalty.

Reference

Angelica Manlubatan

C3-EVERISE/ SUPERVISOR

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VOGOUTTER / MEDIA BUYER

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EDUCATION

Bachelor of Secondary Education Major in English

Southern Masbate Roosevelt College

2012 - 2016

This major covers a wide range of subjects, including linguistics, literature, composition, and pedagogy, preparing graduates to teach English at the secondary school level.

EXPERTISE

Digital Marketing

Branding

Copywriting

Customer Service

Admin Task

Data Entry

Content Creation

Graphic Design

Lead Generation

LANGUAGE

English

Tagalog